

RESOLUTION NO. 3165

ABOLISHING CLASSIFICATION OF PLANNING AIDE  
AND ESTABLISHING POSITIONS OF ASSISTANT  
PLANNER AND JUNIOR PLANNER

RESOLVED, by the City Council of the City of Lodi, that the report of Cooperative Personnel Services, State of California Personnel Board, entitled "City of Lodi Classification and Salary Survey September 1964." **as** amended and adopted by Resolution No. 2788, be and the same is hereby further amended by the **abolishing** of the classification of Planning Aide and adopting job specifications for "Assistant **Planner**" and "Junior **Planner**" dated March 1968 attached hereto and made **a** part hereof.

FURTHER RESOLVED, that Resolution No. 3102 is hereby amended by adding the following to Table III thereof:

Assistant Planner	21.5	\$676 - \$821
Junior <b>Planner</b>	21.5	\$584 - \$710

Dated: March 6, 1968

I hereby certify that the foregoing Resolution No. 3165 was passed and adopted by the City Council of the City of Lodi in regular meeting held March 6, 1968, by the following vote:

AYES: Councilmen - BROWN, CULBERTSON, HUNNELL  
and WALTON

NOES: Councilmen - None ABSENT: Councilman - KIRSTEN

  
City Clerk

ASSISTANT PLANNER

DEFINITION

Under direction to perform the more difficult planning work involving zoning administration and assisting the public with technical planning problems; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Assistant Planner is distinguished from the next lower class of Junior Planner in that the Assistant Planner, because of his experience, is able to perform the more complex phases of planning and zoning administration. The incumbent works under the supervision of the Planning Director but is expected to use independent judgement controlled by established procedures. Routine assignments are not closely checked or supervised.

EXAMPLES OF DUTIES

Enforces the zoning ordinance; answers inquiries from the public regarding zoning and subdivision regulations; administers annexation procedures; reviews building permits for conformance to accepted standards; processes applications for approval of subdivision, tracts, zone changes and variances; prepares base maps and zoning maps; conducts field investigations of areas involved in planning or zoning problems; prepares correspondence regarding planning and zoning violations; performs research and zoning studies and makes recommendations on matters relating to City planning and zoning; supervises draftsmen.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Theory, principles and practices of city planning  
State laws and city zoning ordinances and regulations.  
Municipal government and administration.

and

Ability to:

Meet the public and interpret ordinances clearly and accurately.  
Establish and maintain cooperative working relationships with the public.  
Analyze and compile technical statistical, economic and planning information.  
Prepare clear and concise reports.  
Understand and carry out technical instructions.  
Direct the work of subordinate personnel

and

Assistant Planner--2

DESIRABLE QUALIFICATIONS - cont'd

Experience: One year of progressively responsible planning experience.

Education: Graduation from a recognized college or university with a degree in Planning or a closely related field.

JUNIOR PLANNER

DEFINITION

Under general supervision to perform responsible but less difficult types of professional planning activities including inquiries from the public as well as the preparation of planning reports; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entrance class for the professional level of planning work. The incumbent of this position receives work assignments from the Assistant Planner and Planning Director and applies accepted planning techniques to the solution of planning and zoning problems.

EXAMPLES OF DUTIES

Assists in enforcing the zoning ordinance; answers inquiries from the public regarding zoning and subdivision regulations; conducts studies in land use, population estimates and census, and makes recommendations on these matters; collects and records land use data; prepares base maps and zoning maps; conducts field investigations of areas involved in planning or zoning problems; administers annexation procedures including writing legal descriptions; supervises draftsmen.

LICENSE:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Theory and practice of city planning;  
Municipal government and administration.

Ability to:

Meet the public and interpret ordinances clearly and accurately.  
Establish and maintain cooperative working relationships with the public.  
Use drafting instruments and other planning aides.  
Prepare clear and concise reports.

and

Experience:

None required

Education:

Graduation from a recognized college or university with a degree in Planning or a closely related field.